

MEMORANDUM FOR:

DDA
FYI.

7D24 HQS

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ADDA

7 MAR 1985

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6 MAR 1985

Reg. (file)

8 MAR 1985

ADDA

Date

5 March 85

from the desk of —

DD/A Registry
85-0809

Legislative Liaison
X6136

DD/ Employment / OP

John,

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Per our conversation last week, attached is invitation from Sen. Tribble to provide a CIA booth at the 29 March conference. Please work directly with Ron Novak (484-1000) and keep me informed.

Thank you.

5 March 85

United States Senate

WASHINGTON, DC 20510

LEGISLATIVE LIAISON

85-0681

DD/A Registry

85-0809

February 26, 1985

STAT

Office of Legislative Liaison
Central Intelligence Agency
Washington, D.C. 20505

STAT

Dear

On March 29, 1985, I am hosting a Virginia Women's Conference at the L'Enfant Plaza Hotel in Washington, D.C.

I anticipate that about 500 women will attend. The day will begin with registration at 8:00 a.m. and the final panel of speakers will conclude at 4:30 p.m. We will address financial planning, credit availability, volunteerism, budget and tax legislation before Congress during 1985 and other issues of interest to professional women in the 1980's.

I would appreciate your agency providing an information display pertaining to the role of women within your agency or programs your agency administers of interest to women. I believe that Libby Whitley of my staff has spoken with you regarding the particulars, would appreciate your staying in touch with her as the conference draws near.

So that the event proceeds as smoothly as possible, we have established a few guidelines. You should plan to have the display set up by the time registration opens. You should have a person stay with the display all day, and remove it at the close of the conference. Please plan to have appropriate hand-out materials for the 500 attendees.

You should let either Ms. Whitley or Mr. Ron Novak of the L'Enfant Plaza Hotel staff (484-1000) know what display equipment (chairs, tables, electrical cords) you will need. More elaborate booth set-ups or video equipment will have to be contracted through an outside convention equipment company and you should let Ms. Whitley know promptly. Your agency will be responsible for any costs incurred with the rental of equipment from either the Hotel or outside contractors.

Thank you for your cooperation in making this Conference a success, and I am looking forward to seeing you on the 29th.

Sincerely,

Paul Tribble
Paul Tribble

PT:ely